



COUNCIL ON SEX OFFENDER TREATMENT

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Position of Treatment Contractor for the Outpatient Sexually Violent Treatment Program

The Council on Sex Offender Treatment issues an invitation for applications from applicants who are a minimum of twenty-one (21) years of age with a master's degree in psychology, counseling, social work or a related field. Must be licensed to provide mental health services in the state of Texas, that is, must be a licensed psychologist, psychiatrist, counselor or social worker. Must be RSOTP certified. Must have five years consecutive paid documented experience in assessing and providing cognitive behavioral treatment with sex offenders. Prefer knowledge of issues pertaining to sexual assault trauma, sexual assault victim issues and sexual assault survivor issues. Treatment Contractor applications will be accepted to provide services for those who are civilly committed as a sexually violent predator (SVP).

FLSA: Contractor

Job Summary: The Civil Commitment Treatment Contractor reports to the Council on Sex Offender Treatment (Council), or the Council designee. The Civil Commitment Treatment Contractor conducts assessments, provides treatment, conducts treatment planning and assists the Civil Commitment Case Manager in supervising the Sexually Violent Predator (SVP). The Civil Commitment Treatment Contractor follows the assessment and treatment guidelines as established by the Council. The Civil Commitment Treatment Contractor is required to travel to provide treatment services and expert testimony. The Civil Commitment Treatment Contractor is expected to work with minimal supervision and direction and use good professional and clinical judgment when providing services and consultation. The Civil Commitment Treatment Contractor must be licensed to practice mental health in their state.

Duties: Assist the Case Manager in providing for the safety and welfare of citizens. Conduct evaluations and on-going risk assessments. Recommend increases or decreases in supervision and freedom for the SVP based on evaluations and observations. Conduct group counseling, individual counseling, family therapy, and chaperon training. Conduct treatment planning and submit progress reports and incident reports. Liaison with the Case Manager and other professionals providing services to the SVP. Document all services provided to the SVP. Testify in court regarding the SVP's risk for re-offense and progress in treatment.

DUTIES	PERFORMANCE STANDARDS
1. Attend and Participate in Training	<ul style="list-style-type: none"> ❑ Completes orientation training. ❑ Completes 12 hours of CEU's annually that pertain to the SVP, for example, violent offenders, sex offenders, sex abuse trauma or behavioral profiling. ❑ Attends all training required by the Council. ❑ Conducts training, including on-the-job training of supervised living staff, as requested by the Council. ❑ Provides clinical consultation to Council administration and staff and supervised living administration and staff as requested. ❑ Provides training to other professionals involved with SVPs so that these professionals understand the role and duties of the Treatment Contractor.
2. Communicate	<ul style="list-style-type: none"> ❑ Communicates to the SVP orally and in writing the SVP's rights, treatment guidelines and expectations, and limits of confidentiality. ❑ Immediately provides written and telephonic communication to the Case Manager and the Texas Department of Public Safety (DPS) when a SVP violates laws, guidelines, expectations or other program requirements. ❑ Meets face-to-face with the Case Manager no less than once per month. ❑ Keeps supervised living staff informed about SVP risks and behavior patterns so that these staff can improve their supervision of the SVP. ❑ Seeks input from all other professionals involved in the SVP's treatment and supervision. ❑ Prepares polygraph questions and liaisons with the polygraph examiner. ❑ Assists the personnel conducting tracking services as needed. ❑ Provides expert testimony in court as needed.
3. Conducts Assessments	<ul style="list-style-type: none"> ❑ Ensures that the Structured Interview of the SVP is completed within five (5) days of admission, with comments and summaries. ❑ Completes or arranges to have completed a Psychological Assessment of the SVP and have scored tests in the SVP's file within forty-five (45) days of the SVP's admission. ❑ Ensures that the SVP completes a physiological assessment of sexual arousal within forty-five (45) days of admission. ❑ Assesses the SVP's need for anti-androgenic and/or psychotropic medication and makes appropriate referrals.
4. Conducts Treatment Planning	<ul style="list-style-type: none"> ❑ Completes an initial Individual Development Plan (IDP) within thirty (30) days of the SVP's admission. ❑ Updates the IDP each time the SVP fails to attain goals in the specified time frame. ❑ Updates the IDP each time the SVP progresses to a new stage of treatment. ❑ Conducts a face-to-face meeting with each SVP's Case Manager at least once every thirty days. ❑ Completes Monthly Progress Reports by the fifth (5th) of each month. ❑ Sends Monthly Progress Reports to the Case Manager for each SVP by the tenth (10th) of each month.

	<ul style="list-style-type: none"> ❑ In the event that the SVP transfers to new therapist, creates and follows a transition plan. ❑ Creates and communicates discharge plans .
5. Conducts Counseling	<ul style="list-style-type: none"> ❑ For each SVP, conducts two (2) offender specific groups each week and two (2) individual therapy sessions every month. ❑ Ensures that all group therapy sessions are at least ninety (90) minutes in duration. ❑ Ensures that the size of the sex offender groups is from four to ten participants. ❑ Uses the Lifestyle Enhancement and Development Workbook as the basis for all therapy with all SVPs. ❑ Conducts family therapy for each SVP after the family has been approved to have contact with the SVP. ❑ Trains family members and others to serve as chaperons. ❑ Conducts multi-family groups as appropriate. ❑ Ensures that approval for any deviations from these requirements is granted in writing by the Council before the time of any deviation from these standards.
6. Documentation	<ul style="list-style-type: none"> ❑ Places the initial IDP in the SVP's file within thirty (30) days of the SVP's admission. ❑ Places updated Monthly Progress Reports in the SVP's file by the fifth of each month. ❑ Places documentation of group, individual, family and chaperon therapy in the SVP's file the day the service is rendered or the contact is made. ❑ Documents in the SVP's file all contacts with the Case Manager and other professionals and nonprofessionals involved in the SVP's case.
7. Crisis Intervention	<ul style="list-style-type: none"> ❑ Understands that community safety takes precedence over any conflicting situations. ❑ Is able to recognize when SVPs enter a state or condition of posing a threat for re-offense. ❑ Communicates to the Case Manager all concerns about SVP and community safety and welfare. ❑ Recommends increased sanctions, including detainment, as a means to ensure community safety. ❑ Makes immediate contact with the Case Manager during times of crisis, documents all efforts in the SVP's file, and conveys written documentation to the Case Manager within five days. ❑ Coordinates with the Case Manager in any appropriate manner to ensure the safety of the community.
8. Maintains a Therapeutic Program Atmosphere	<ul style="list-style-type: none"> ❑ Monitors SVP and staff interaction at the supervised living ❑ Provides information to supervised living staff. ❑ Develops special handling orders for SVPs who exhibit chronic or serious acting out behavior. ❑ Communicates with the Case Manager regarding transfer to a private residence.
9. Model Appropriate Behavior for SVP	<ul style="list-style-type: none"> ❑ Abides by and promotes the Council Code of Ethics. ❑ Knows and practices principles of the Council Philosophy and Mission Statement. ❑ Demonstrates care, concern, honesty, dependability, reasonableness, confidentiality, fairness and respect to others

10. Ensures Safety and Security	<ul style="list-style-type: none"> <input type="checkbox"/> Monitors the program for signs of trouble or potential problems and deals directly with perceived trouble or problems. <input type="checkbox"/> Has thorough knowledge of Council policies on sanctions regarding violations of the order or requirements. <input type="checkbox"/> Reports public safety concerns immediately to the appropriate personnel.
11. Liaison with External Agencies	<ul style="list-style-type: none"> <input type="checkbox"/> Maintains contact with the Case Manager. <input type="checkbox"/> Maintains contact with the court. <input type="checkbox"/> Maintains contact with all professionals who provide services to the SVP. <input type="checkbox"/> Attends all court hearings and is prepared to offer high quality expert testimony.
12. Maintains Good Work Habits	<ul style="list-style-type: none"> <input type="checkbox"/> Is on time and attends all scheduled meetings and therapy sessions in their entirety. <input type="checkbox"/> Attends all required meetings. <input type="checkbox"/> Attends all scheduled court appointments for the SVPs. <input type="checkbox"/> Stays informed about program changes, rule changes and changes in policy and procedures. <input type="checkbox"/> Provides documentation for absences. <input type="checkbox"/> Travels to provide treatment or expert testimony, as needed.

Knowledge, Skills and Abilities

1. Knowledge of assessments, clinical interviews and evaluation procedures for sex offenders.
2. Knowledge of DSM-IV.
3. Knowledge of individual and group counseling techniques used with sex offenders.
4. Knowledge of sex offenders, violent offenders and psychopaths.
5. Knowledge of sexual violence, sexual assault cycles and behavioral profiling.
6. Knowledge of sexual assault victim and survival issues.
7. Knowledge of sexual offender laws including but not limited to laws pertaining to the SVP, registration and child safety zones.
8. Knowledge of sex offender counseling, global positioning tracking, and electronic monitoring.
9. Knowledge of case management practices with violent offenders and sex offenders.
10. Skill in dealing with sex offenders, psychopaths, mental health professionals and the court.
11. Skill in conducting assessments and providing supervision.
12. Skill in communicating with SVPs, other professionals, the community, victims and families of victims.
13. Ability to organize and schedule activities for SVPs.
14. Ability to accept and use supervision.
15. Ability to maintain order, discipline fairly, remain calm and act quickly in emergencies.
16. Ability to maintain accurate supervision records.
17. Ability to provide training to staff.
18. Ability to learn and use Council policies, procedures, philosophy and principles.
19. Ability to promote and help SVPs lead offense free, emotionally and psychologically healthy and productive lives.

The applicant understands that the above are the major duties but that the duties are not limited to those listed above. The applicant also understands that the Councils Executive Director, or his or her designee, might assign additional duties and agrees to complete those duties as assigned.

Salary: The contract will not exceed \$6,000 for group and individual/family session per year per SVP. The following fees apply:

- ❑ Group session - \$30.00 per session (90 minutes). Two group sessions are required each week.
- ❑ Individual/family session - \$60.00 per session (60 minutes). One individual/family session is required every other week.
- ❑ Interagency Case Management Team meeting- \$50.00 per hour. One meeting per month.
- ❑ Collateral contacts- \$50.00 dollars per hour
- ❑ Intake evaluation - \$475.00 (if applicable).
- ❑ Polygraph examinations - \$175.00 each, not to exceed three per year without approval from the Executive Director or designee.
- ❑ Plethysmograph - \$200.00 each, not to exceed one per year without approval from the Executive Director or designee.
- ❑ Mileage- \$.35 cents per mile
- ❑ Photocopying
- ❑ Documented SVP related long distance telephone calls

The treatment contractor will not be housed with the Council on Sex Offender Treatment, but will maintain his or her own office site at his or her own expense. The treatment contractor will be required to maintain his or her own transportation; auto-liability insurance; Internet service; computer with a Pentium processor, Windows 95 or 98, and a modem; and a pager.